

ViTS Cancellation Policy

If you have regularly **scheduled voice or video teleconferences that fall on a holiday or during a leave period**, please take the following steps to assure that NASA is not billed for uncanceled conferences:

- Contact the NASA Reservations Center at Voice: 1-877-232-NASA (6272) and Video: 1-877-857-NASA (6272).
- Provide the confirmation number, specific date, and time of the voice or video conference that will be cancelled (especially if it is a recurring conference).
- If you do not have the confirmation number of the conference you need to cancel, it can be found using the conference leader's last name.
- If you have several conferences or a recurring conference, please be specific about which one is to be cancelled.
- Reserved conference **must be cancelled within 30-minutes of the scheduled start-time of the call** in order to avoid the cancellation fees.
- You will receive confirmation of the cancellation via email for your records.

Please remember the government leave year ends on **January 12, 2013**. Many government personnel will be taking leave up to this date in order to avoid losing leave. As a result, many recurring conferences may not occur and will need to be cancelled.

This cancellation policy **does NOT apply to Instant Meeting subscriptions**. If you subscribe to Instant Meeting, you do not need to do anything during this time. Keep in mind, Instant Meeting subscriptions expire after 6 months of non-usage.